CHAPTER 5:

CERTIFYING AUTHORIZATIONS

PURPOSE

In this chapter, you will learn how to certify authorizations entered on-line and through batch.

REVIEW

In order for an authorization to affect the balance of an ASAP account, the authorization must be *entered* (either on-line or through batch) and the authorization must also be *certified*. Uncertified authorizations do NOT affect the balance of ASAP accounts.

All authorizations must be certified on-line, regardless of whether the authorization was entered on-line or through batch. The same individual at the Agency may not perform both functions of entering authorizations on-line and certifying authorizations.

EDITS

After the user indicates that authorizations entered on-line or batches are to be certified, the transactions are re-edited to ensure that if the authorization is a decrease, it will not cause the account balance to go below zero. If this edit is not passed, the authorization will be rejected.

For authorizations entered on-line, rejects will be displayed on the Certify On-Line Authorization List screen with an R for Rejected in the Status column.

For authorizations entered through batch, the dollar amounts and item counts in the CERTIFIED columns will be different from those in the ACCEPTED columns, and detail on the rejected items will generate on-line notifications to the Agency. See Chapter 12, Notifications, for information on how to retrieve notifications.

CERTIFY ON-LINE AUTHORIZATIONS - SCREEN FIELDS TO NOTE

The following fields appear on one or more of the screens in the Certify On-Line Authorizations function:

ALL - by entering a Y in the All field on the Certify On-Line Authorization Prompt, you will bring up a list of all authorizations related to your Agency Location Code and Region, if applicable, which were entered on-line and are awaiting certification.

AUTHORIZATION DATE FROM and **TO** - by entering a date range in the Authorization Entry Date field on the Certify On-Line Authorization Prompt, you will bring up a list of all authorizations **entered** (but not necessarily **effective**) during the specified period of time.

EFFCT DTE - displays the effective date of the authorization.

I/D - indicates whether the authorization is an increase or a decrease to an ASAP account's available balance.

SEL - the Select field (abbreviated "SEL") on the Certify On-Line Authorization screen allows the user to enter a C to certify or a D to delete items from the list. If the user is notified via screen message that an item is in error, the user may use action R to remove the erroneous item from the list. Please note: if an authorization displayed on the list is erroneous (for example if the amount or effective date is incorrect), it cannot be edited. The certifier should delete the erroneous authorization and the correct authorization information must be re-entered.

STA - displays the status of the authorization. This field is always U for Uncertified when the Certify On-Line Authorization List is first displayed. After the Agency has taken action on the item, the status will be updated to A for Approved, W for Warehoused, R for Rejected or D for Deleted. Once the Agency has taken action on an item and its status is no longer U for Uncertified, the item will not appear on subsequent displays of the Certify On-Line Authorization List screen. To view authorization transactions that have a status other than Uncertified, please use the Authorization Transaction Inquiry option on the Inquiry Menu.

CERTIFY BATCH AUTHORIZATIONS - SCREEN FIELDS TO NOTE

The following fields appear on one or more of the screens in the Certify Batch Authorizations function:

ACCEPTED AUTHORIZATION AMT - each batch file will have two lines displayed. The first shows the total dollar amount of increase authorization transactions accepted from the batch; the second shows the total dollar amount of decrease authorization transactions accepted from the batch.

ACCEPTED CNT - each batch file will have two lines displayed. The first shows the number of increase authorization transactions accepted from the batch; the second shows the number of decrease authorization transactions accepted from the batch.

CERTIFIED AUTHORIZATION AMT - each batch file will have two lines displayed. After using Post or Certify All actions, the first line will show the total dollar amount of increase authorization transactions that were certified; the second line will show the total dollar amount of decrease authorization transactions that were certified.

CERTIFIED CNT - each batch file will have two lines displayed. After using Post or Certify All actions, the first line will show the number of increase authorization transactions that were certified; the second line will show the number of decrease authorization transactions that were certified.

CYCLE DATE - displays the cycle date on which the batch file was transmitted to ASAP.

ALL - by entering a Y in the All field on the Certify Batch Authorization Prompt, you will bring up a list of all batches related to your Agency Location Code and Region, if applicable, which have at least one item in an uncertified status.

FIL - displays the file number of the batch file.

FILE ID: FILE NUMBER and **CYCLE DATE**: you have the option to enter the file number and the cycle date on which the batch was transmitted to ASAP, rather than specifying a File Transmission Date range on the Certify Batch Authorization Prompt screen. By entering the File Number and Cycle Date, the next screen will only display the batch file awaiting certification that contains the file number and cycle date specified.

FILE TRANSMISSION DATE FROM and **TO** - by entering a date range in the File Transmission Date From and To fields on the Certify Batch Authorization Prompt, you will bring up a list of batch authorization files transmitted to ASAP during the time period specified that are awaiting certification.

S - the Select field (abbreviated "S") on the Certify Batch Authorization List screen allows the user to enter a C to certify or a D to delete batches from the list. Please note: if the amounts or item counts shown for a batch are erroneous, items within the batch cannot be edited. The certifier should delete the batch and the correct information must be re-entered.

TRANS DATE - displays the date the batch file was transmitted to ASAP.

ACTION FIELD VALUES TO NOTE

P=POST - posts all authorizations that the user has marked with a D to Delete, R to Reject or a C to Certify in the Select column. When certifying on-line authorizations, multiple pages must be posted a page at a time. When certifying batch authorizations, multiple pages may be posted once, from any page of the list.

A=CERTIFY ALL - after user has viewed all pages of the list, this action will certify all items on the list. This action must only be done once, regardless of the number of pages in the list. You may not use this action if you have indicated a D to Delete in the Select field for items on the list.

R=REFRESH - all data that you have entered on the screen is erased.

E=ESCAPE - indicates that you wish to leave the screen without posting any data. You may cancel an authorization certification session at any point before using the Post or Certify All actions by entering "E" for escape.

GETTING STARTED

To get to the starting point for each Example, follow the steps on the next two pages.

STEP 1: ACTION

Type 3 for the Federal Agency Functions Menu and press Enter.

```
SP010A                  AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP010AO                               MAIN MENU                            HH:MM:SS
08/02/2000 T


                        <1>  PAYMENT REQUEST PROCESSING
                        <2>  INQUIRY MENU
                        <3>  FEDERAL AGENCY FUNCTIONS MENU
                        <4>  RFC FUNCTIONS MENU
                        <5>  FRB SUPPORT PROCESSING
                        <6>  REPORT REQUEST MENU
                        <7>  NOTIFICATIONS



                    ASAP ID                    ENTER SELECTION NUMBER: 3
        ORGANIZATION ACCESS CODE               PRESS ENTER

        F2=EXIT
```

STEP 1: RESULT

The Federal Agency Functions Menu appears.

```
SP060A                  AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP060AO                     FEDERAL AGENCY FUNCTIONS MENU                  HH:MM:SS
08/02/2000 T




                        <1>  ACCOUNT FUNCTIONS MENU

                        <2>  AUTHORIZATION ENTRY PROMPT

                        <3>  AUTHORIZATION CERTIFICATION MENU

                        <4)  REVIEW PAYMENT REQUESTS PROMPT




                                           ENTER SELECTION NUMBER:_
                                           PRESS ENTER

        F2=EXIT             F5=MAIN
```

STEP 2: ACTION

On the Federal Agency Functions Menu, select option 3 for the Authorization Certification Menu and press Enter.

```
 SP060A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
 SP060AO                 FEDERAL AGENCY FUNCTIONS MENU                    HH:MM:SS
 08/02/2000 T




                    <1>  ACCOUNT FUNCTIONS MENU

                    <2>  AUTHORIZATION ENTRY PROMPT

                    <3>  AUTHORIZATION CERTIFICATION MENU

                    <4>  REVIEW PAYMENT REQUESTS PROMPT


                                           ENTER SELECTION NUMBER: 3
                                           PRESS ENTER

        F2=EXIT              F5=MAIN
```

STEP 2: RESULT

The Authorization Certification Menu appears. Choose menu option 1 to navigate to the Certify On-Line Authorization Prompt screen; menu option 2 to navigate to the Certify Batch Authorization Prompt screen.

```
 SP062A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
 SP062AO                 AUTHORIZATION CERTIFICATION MENU                 HH:MM:SS
 08/02/2000    T

                  <1>   CERTIFY ON-LINE AUTHORIZATION PROMPT

                  <2>   CERTIFY BATCH AUTHORIZATION PROMPT




                                           ENTER SELECTION NUMBER: __
                                           PRESS ENTER



        F4=MENU      F5=MAIN
```

5 - 8   **CERTIFY ON-LINE AUTHORIZATIONS**

GUIDE TO EXAMPLES

In this section, you will learn how to use the ASAP system to Certify On-Line Authorizations. Agencies who will be entering authorizations on-line should complete the examples in this section.

Example 1 will demonstrate how to certify and delete selected authorization transactions from the Certify On-Line Authorization List.

Example 2 will demonstrate how to certify all authorization transactions displayed on the Certify On-Line Authorization List.

EXAMPLE ONE

This example shows you how to certify and delete selected authorizations entered on-line.

STEP 1: ACTION

From the Authorization Certification menu, select menu option 1 for Certify On-Line Authorization Prompt and press Enter.

```
SP062A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP062AO                  AUTHORIZATION CERTIFICATION MENU              HH:MM:SS
08/02/2000    T




                  <1>    CERTIFY ON-LINE AUTHORIZATION PROMPT

                  <2>    CERTIFY BATCH AUTHORIZATION PROMPT







                                              ENTER SELECTION NUMBER:  1
                                              PRESS ENTER



       F4=MENU      F5=MAIN
```

STEP 1: RESULT

The Certify On-Line Authorization Prompt appears.

```
SP081A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP081AO                 CERTIFY ON-LINE AUTHORIZATION PROMPT           HH:MM:SS
08/02/2000       T



ENTER:

      AGENCY LOCATION CODE/REGION: 11000001/  ___        SHORT NAME: US MONEY1

    AND EITHER
      ALL: ___  (Y)
    OR
      AUTHORIZATION  DATE  FROM:   __ /__ / ____      TO:  __ / __ / ____






       F4=MENU      F5=MAIN
```

STEP 2: ACTION

On the Certify On-Line Authorization Prompt screen, enter either Y for Yes in the All field (to display all authorizations awaiting certification) or a date range (to only display authorizations awaiting certification that were entered during the specified period). The example below shows Y for Yes entered in the All field.

```
SP081A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP081AO                 CERTIFY ON-LINE AUTHORIZATION PROMPT             HH:MM:SS
08/02/2000     T


ENTER:


     AGENCY LOCATION CODE/REGION: 11000001/  ___       SHORT NAME: US MONEY1


   AND EITHER
     ALL: y  (Y)
   OR
     AUTHORIZATION  DATE  FROM:   __  /__  / ____      TO:   __  / __ / ____




     F4=MENU     F5=MAIN
```

STEP 2: RESULT

The Certify On-Line Authorization List screen appears, showing all authorizations associated with your Agency Location Code and Region, if applicable, that are awaiting certification.

```
SP082A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP082AO                 CERTIFY ON-LINE AUTHORIZATION LIST               HH:MM:SS
08/02/2000     T
                                                        SCREEN:  1 OF  1


AGENCY LOCATION CODE/REGION: 11000001/ __        SHORT NAME: US MONEY1
  FROM:              TO:                       ALL:  Y


  SELECT <C> TO CERTIFY; <D> TO DELETE; <R> TO REMOVE (ERRORS ONLY)
SEL    RECIPIENT    ACCOUNT ID         AUTHORIZATION AMT   I/D   EFFCT DATE   STA
_      0101111      F1R10001             $500,000.00        I    08/02/2000    U
_      0101111      F1R10002             $500,000.00        I    08/02/2000    U
_      0101111      F1R10003             $500,000.00        I    08/02/2000    U
_      0101111      F1R10004             $500,000.00        I    08/02/2000    U
_      0101111      F1R10005             $500,000.00        I    08/02/2000    U
_      0101111      F1R10006             $600,000.00        I    08/02/2000    U
_      0101111      F1R10006             $100,000.00        D    08/02/2000    U
_      0101111      F1R10007              $80,000.00        I    10/01/2000    U
_      0101111      F1R10008              $90,000.00        I    10/01/2000    U
_      0101111      F1R10009             $100,000.00        I    10/01/2000    U


ACTION: ___  (P=POST, A=CERTIFY ALL, R=REFRESH, E=ESCAPE)
```

STEP 3: ACTION

Enter a C to Certify in the Select field for the first item on the list, and a D to Delete in the Select field for the second item on the list. Tab to the Action field and enter a P to Post. Press Enter.

```
SP082A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP082AO                 CERTIFY ON-LINE AUTHORIZATION LIST             HH:MM:SS
08/02/2000    T                                          SCREEN:  1 OF  1


AGENCY LOCATION CODE/REGION: 11000001/ __       SHORT NAME: US MONEY1
  FROM:                 TO:                          ALL:  Y


  SELECT <C> TO CERTIFY; <D> TO DELETE; <R> TO REMOVE (ERRORS ONLY)
SEL     RECIPIENT     ACCOUNT ID        AUTHORIZATION AMT    I/D    EFFCT DATE     STA
 C      0101111      F1R10001            $500,000.00         I     08/02/2000    U
 D      0101111      F1R10002            $500,000.00         I     08/02/2000    U
 _      0101111      F1R10003            $500,000.00         I     08/02/2000    U
 _      0101111      F1R10004            $500,000.00         I     08/02/2000    U
 _      0101111      F1R10005            $500,000.00         I     08/02/2000    U
 _      0101111      F1R10006            $600,000.00         I     08/02/2000    U
 _      0101111      F1R10006            $100,000.00         D     08/02/2000    U
 _      0101111      F1R10007             $80,000.00         I     10/01/2000    U
 _      0101111      F1R10008             $90,000.00         I     10/01/2000    U
 _      0101111      F1R10009            $100,000.00         I     10/01/2000    U


ACTION:    P (P=POST, A=CERTIFY ALL, R=REFRESH, E=ESCAPE)
```

STEP 3: RESULT

You are presented with a Post This Page? (Y OR N) confirmation message.

```
SP082A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP082AO                 CERTIFY ON-LINE AUTHORIZATION LIST             HH:MM:SS
08/02/2000    T                                          SCREEN:  1 OF  1


AGENCY LOCATION CODE/REGION: 11000001/ __       SHORT NAME: US MONEY1
  FROM:                 TO:                          ALL:  Y


  SELECT <C> TO CERTIFY; <D> TO DELETE; <R> TO REMOVE (ERRORS ONLY)
SEL     RECIPIENT     ACCOUNT ID        AUTHORIZATION AMT    I/D    EFFCT DATE     STA
 C      0101111      F1R10001            $500,000.00         I     08/02/2000    U
 D      0101111      F1R10002            $500,000.00         I     08/02/2000    U
 _      0101111      F1R10003            $500,000.00         I     08/02/2000    U
 _      0101111      F1R10004            $500,000.00         I     08/02/2000    U
 _      0101111      F1R10005            $500,000.00         I     08/02/2000    U
 _      0101111      F1R10006            $600,000.00         I     08/02/2000    U
 _      0101111      F1R10006            $100,000.00         D     08/02/2000    U
 _      0101111      F1R10007             $80,000.00         I     10/01/2000    U
 _      0101111      F1R10008             $90,000.00         I     10/01/2000    U
 _      0101111      F1R10009            $100,000.00         I     10/01/2000    U
              POST THIS PAGE?   (Y OR N)
ACTION: ___  (P=POST, A=CERTIFY ALL, R=REFRESH, E=ESCAPE)
```

STEP 4: ACTION

Respond Y for Yes to the Post This Page? message and press Enter.

```
SP082A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP082AO                 CERTIFY ON-LINE AUTHORIZATION LIST              HH:MM:SS
08/02/2000    T
                                                          SCREEN:  1 OF  1
AGENCY LOCATION CODE/REGION: 11000001/ __        SHORT NAME: US MONEY1
  FROM:              TO:                          ALL:   Y

  SELECT <C> TO CERTIFY; <D> TO DELETE; <R> TO REMOVE (ERRORS ONLY)
SEL     RECIPIENT      ACCOUNT ID          AUTHORIZATION AMT   I/D    EFFCT DATE    STA
 C      0101111      F1R10001              $500,000.00     I    08/02/2000    U
 D      0101111      F1R10002              $500,000.00     I    08/02/2000    U
 _      0101111      F1R10003              $500,000.00     I    08/02/2000    U
 _      0101111      F1R10004              $500,000.00     I    08/02/2000    U
 _      0101111      F1R10005              $500,000.00     I    08/02/2000    U
 _      0101111      F1R10006              $600,000.00     I    08/02/2000    U
 _      0101111      F1R10006              $100,000.00     D    08/02/2000    U
 _      0101111      F1R10007               $80,000.00     I    10/01/2000    U
 _      0101111      F1R10008               $90,000.00     I    10/01/2000    U
 _      0101111      F1R10009              $100,000.00     I    10/01/2000    U
            POST THIS PAGE?  (Y OR N) y
ACTION: ___  (P=POST, A=CERTIFY ALL, R=REFRESH, E=ESCAPE)
```

STEP 4: RESULT

The first item is updated with a status of A for Approved and the second item is highlighted as deleted.
Function keys are presented that will allow you to navigate out of this screen.

```
SP082A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP082AO                 CERTIFY ON-LINE AUTHORIZATION LIST              HH:MM:SS
08/02/2000    T
                                                          SCREEN:  1 OF  1
                        * * *  SCREEN POSTED  * * *
AGENCY LOCATION CODE/REGION: 11000001/ __        SHORT NAME: US MONEY1
  FROM:              TO:                          ALL:   Y

  SELECT <C> TO CERTIFY; <D> TO DELETE; <R> TO REMOVE (ERRORS ONLY)
SEL     RECIPIENT      ACCOUNT ID          AUTHORIZATION AMT   I/D    EFFCT DATE    STA
        0101111      F1R10001              $500,000.00     I    08/02/2000    A
        0101111      F1R10002          * * *DELETED * * *   I    08/02/2000    D
        0101111      F1R10003              $500,000.00     I    08/02/2000    U
        0101111      F1R10004              $500,000.00     I    08/02/2000    U
        0101111      F1R10005              $500,000.00     I    08/02/2000    U
        0101111      F1R10006              $600,000.00     I    08/02/2000    U
        0101111      F1R10006              $100,000.00     D    08/02/2000    U
        0101111      F1R10007               $80,000.00     I    10/01/2000    U
        0101111      F1R10008               $90,000.00     I    10/01/2000    U
        0101111      F1R10009              $100,000.00     I    10/01/2000    U
ACTION:      (P=POST, A=CERTIFY ALL, R=REFRESH, E=ESCAPE)
      F3=PRMT F4=MENU F5=MAIN
 I0036  AUTHORIZATION(S) POSTED.  PLEASE VERIFY ALL PAGES POSTED BEFORE EXITING.
```

STEP 5: ACTION

Press F3 to return to the Certify On-Line Authorization Prompt screen.

```
SP082A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP082AO                 CERTIFY ON-LINE AUTHORIZATION LIST             HH:MM:SS
08/02/2000   T
                                                            SCREEN:  1 OF  1
                             * * *  SCREEN POSTED  * * *
AGENCY LOCATION CODE/REGION: 11000001/ __        SHORT NAME: US MONEY1
  FROM:              TO:                         ALL:   Y

  SELECT <C> TO CERTIFY; <D> TO DELETE; <R> TO REMOVE (ERRORS ONLY)
SEL    RECIPIENT      ACCOUNT ID         AUTHORIZATION AMT   I/D    EFFCT DATE    STA
       0101111      F1R10001                $500,000.00    I    08/02/2000   A
       0101111      F1R10002        * * *DELETED * * *     I    08/02/2000   D
       0101111      F1R10003                $500,000.00    I    08/02/2000   U
       0101111      F1R10004                $500,000.00    I    08/02/2000   U
       0101111      F1R10005                $500,000.00    I    08/02/2000   U
       0101111      F1R10006                $600,000.00    I    08/02/2000   U
       0101111      F1R10006                $100,000.00    D    08/02/2000   U
       0101111      F1R10007                 $80,000.00    I    10/01/2000   U
       0101111      F1R10008                 $90,000.00    I    10/01/2000   U
       0101111      F1R10009                $100,000.00    I    10/01/2000   U


ACTION:    (P=POST, A=CERTIFY ALL, R=REFRESH, E=ESCAPE)
       F3=PRMT  F4=MENU  F5=MAIN
I0036 AUTHORIZATION(S) POSTED. PLEASE VERIFY ALL PAGES POSTED BEFORE EXITING.
```

STEP 5: RESULT

The Certify On-Line Authorization Prompt screen appears.

```
SP081A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP081AO                 CERTIFY ON-LINE AUTHORIZATION PROMPT           HH:MM:SS
08/02/2000      T




ENTER:


     AGENCY LOCATION CODE/REGION: 11000001/  ____        SHORT NAME: US MONEY1

   AND EITHER
     ALL: Y  (Y)
   OR
     AUTHORIZATION  DATE  FROM:   __ /__ / ____      TO:  __ / __ / ____







     F4=MENU     F5=MAIN
```

EXAMPLE TWO

This example shows you how to use the Certify All action to certify all authorizations entered on-line that are associated with your ALC/Region.

STEP 1: ACTION

All data that you entered on the prompt in Step 1 of Example 1 is retained. Simply press Enter to
display the list of authorizations awaiting certification.

```
 SP081A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP081AO               CERTIFY ON-LINE AUTHORIZATION PROMPT              HH:MM:SS
 08/02/2000  T



 ENTER:


      AGENCY LOCATION CODE/REGION: 11000001/ __           SHORT NAME: US MONEY1


 AND EITHER
     ALL:  Y   (Y)
 OR
     AUTHORIZATION DATE FROM: __ /__ / ____          TO: __ / __ / ____






      F4=MENU     F5=MAIN
```

STEP 1: RESULT

The Certify On-Line Authorization List appears. Please note that the items certified and deleted in
Example 1 are no longer on this list, because they no longer have a status of uncertified.

```
 SP082A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP082AO               CERTIFY ON-LINE AUTHORIZATION LIST                HH:MM:SS
 08/02/2000   T
                                                   SCREEN:  1  OF  1
 AGENCY LOCATION CODE/REGION: 11000001/ __       SHORT NAME: US MONEY1
 FROM:              TO:                      ALL:  Y

 SELECT <C> TO CERTIFY;  <D> TO DELETE;  <R> TO REMOVE (ERRORS ONLY)
 SEL    RECIPIENT      ACCOUNT ID         AUTHORIZATION AMT   I/D   EFFCT DATE    STA
  _      0101111      F1R10003               $500,000.00      I    08/02/2000    U
  _      0101111      F1R10004               $500,000.00      I    08/02/2000    U
  _      0101111      F1R10005               $500,000.00      I    08/02/2000    U
  _      0101111      F1R10006               $600,000.00      I    08/02/2000    U
  _      0101111      F1R10006               $100,000.00      D    08/02/2000    U
  _      0101111      F1R10007                $80,000.00      I    10/01/2000    U
  _      0101111      F1R10008                $90,000.00      I    10/01/2000    U
  _      0101111      F1R10009               $100,000.00      I    10/01/2000    U



 ACTION:      (P=POST, A=CERTIFY ALL, R=REFRESH, E=ESCAPE)
```

STEP 2: ACTION

Tab to the Action field and type in A for Certify All. Press Enter.

```
 SP082A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP082AO                  CERTIFY ON-LINE AUTHORIZATION LIST             HH:MM:SS
 08/02/2000    T
                                                        SCREEN:  1  OF  1
 AGENCY LOCATION CODE/REGION: 11000001/ __        SHORT NAME: US MONEY1
 FROM:                TO:                            ALL:   Y

 SELECT <C> TO CERTIFY;  <D> TO DELETE;  <R> TO REMOVE (ERRORS ONLY)
 SEL    RECIPIENT     ACCOUNT ID          AUTHORIZATION AMT    I/D    EFFCT DATE    STA
  _       0101111      F1R10003             $500,000.00     I     08/02/2000    U
  _       0101111      F1R10004             $500,000.00     I     08/02/2000    U
  _       0101111      F1R10005             $500,000.00     I     08/02/2000    U
  _       0101111      F1R10006             $600,000.00     I     08/02/2000    U
  _       0101111      F1R10006             $100,000.00     D     08/02/2000    U
  _       0101111      F1R10007              $80,000.00     I     10/01/2000    U
  _       0101111      F1R10008              $90,000.00     I     10/01/2000    U
  _       0101111      F1R10009             $100,000.00     I     10/01/2000    U


 ACTION: A   (P=POST, A=CERTIFY ALL, R=REFRESH, E=ESCAPE)
```

STEP 2: RESULT

The CERTIFY ALL PAGES (Y OR N) confirmation message is presented.

```
 SP082A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP082AO                  CERTIFY ON-LINE AUTHORIZATION LIST             HH:MM:SS
 08/02/2000    T
                                                        SCREEN:  1  OF  1
 AGENCY LOCATION CODE/REGION: 11000001/ __        SHORT NAME: US MONEY1
 FROM:                TO:                            ALL:   Y

 SELECT <C> TO CERTIFY;  <D> TO DELETE;  <R> TO REMOVE (ERRORS ONLY)
 SEL    RECIPIENT     ACCOUNT ID          AUTHORIZATION AMT    I/D    EFFCT DATE    STA
  _       0101111      F1R10003             $500,000.00     I     08/02/2000    U
  _       0101111      F1R10004             $500,000.00     I     08/02/2000    U
  _       0101111      F1R10005             $500,000.00     I     08/02/2000    U
  _       0101111      F1R10006             $600,000.00     I     08/02/2000    U
  _       0101111      F1R10006             $100,000.00     D     08/02/2000    U
  _       0101111      F1R10007              $80,000.00     I     10/01/2000    U
  _       0101111      F1R10008              $90,000.00     I     10/01/2000    U
  _       0101111      F1R10009             $100,000.00     I     10/01/2000    U



           CERTIFY ALL PAGES  (Y OR N) __
 ACTION: ____   (P=POST, A=CERTIFY ALL, R=REFRESH, E=ESCAPE)
```

STEP 3: ACTION

Confirm that you want to certify all items on the list by responding Y to the CERTIFY ALL PAGES message and pressing Enter.

```
 SP082A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP082AO                 CERTIFY ON-LINE AUTHORIZATION LIST             HH:MM:SS
 08/02/2000    T
                                                       SCREEN:  1  OF  1
 AGENCY LOCATION CODE/REGION: 11000001/ __        SHORT NAME: US MONEY1
 FROM:             TO:                          ALL:   Y

 SELECT <C> TO CERTIFY;  <D> TO DELETE;  <R> TO REMOVE (ERRORS ONLY)
 SEL    RECIPIENT    ACCOUNT ID       AUTHORIZATION AMT    I/D    EFFCT DATE   STA
   _      0101111     F1R10003            $500,000.00       I     08/02/2000    U
   _      0101111     F1R10004            $500,000.00       I     08/02/2000    U
   _      0101111     F1R10005            $500,000.00       I     08/02/2000    U
   _      0101111     F1R10006            $600,000.00       I     08/02/2000    U
   _      0101111     F1R10006            $100,000.00       D     08/02/2000    U
   _      0101111     F1R10007             $80,000.00       I     10/01/2000    U
   _      0101111     F1R10008             $90,000.00       I     10/01/2000    U
   _      0101111     F1R10009            $100,000.00       I     10/01/2000    U



            CERTIFY ALL PAGES  (Y OR N)  Y
 ACTION: ___     (P=POST, A=CERTIFY ALL, R=REFRESH, E=ESCAPE)
```

STEP 3: RESULT

The remaining items on the list are certified, and their status updated to A for Approved and W for Warehoused, as appropriate.

```
 SP082A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP082AO                 CERTIFY ON-LINE AUTHORIZATION LIST             HH:MM:SS
 08/02/2000    T
                         * * * SCREEN POSTED * * *         SCREEN:  1  OF  1
 AGENCY LOCATION CODE/REGION: 11000001/ __        SHORT NAME: US MONEY1
 FROM:             TO:                          ALL:   Y

 SELECT <C> TO CERTIFY;  <D> TO DELETE;  <R> TO REMOVE (ERRORS ONLY)
 SEL    RECIPIENT    ACCOUNT ID       AUTHORIZATION AMT    I/D    EFFCT DATE   STA
   _      0101111     F1R10003            $500,000.00       I     08/02/2000    A
   _      0101111     F1R10004            $500,000.00       I     08/02/2000    A
   _      0101111     F1R10005            $500,000.00       I     08/02/2000    A
   _      0101111     F1R10006            $600,000.00       I     08/02/2000    A
   _      0101111     F1R10006            $100,000.00       D     08/02/2000    A
   _      0101111     F1R10007             $80,000.00       I     10/01/2000    W
   _      0101111     F1R10008             $90,000.00       I     10/01/2000    W
   _      0101111     F1R10009            $100,000.00       I     10/01/2000    W


 ACTION:         (P=POST, A=CERTIFY ALL, R=REFRESH, E=ESCAPE)
       F3=PRMT  F4=MENU  F5=MAIN
 I0036 AUTHORIZATION(S) POSTED. PLEASE VERIFY ALL PAGES POSTED BEFORE EXITING.
```

STEP 4: ACTION

Press F4=MENU to return to the Authorization Certification Menu.

```
SP082A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP082AO                  CERTIFY ON-LINE AUTHORIZATION LIST            HH:MM:SS
08/02/2000    T
                              * * * SCREEN POSTED * * *          SCREEN:  1  OF  1
AGENCY LOCATION CODE/REGION: 11000001/ __       SHORT NAME: US MONEY1
FROM:              TO:                        ALL:   Y

SELECT <C> TO CERTIFY;  <D> TO DELETE;  <R> TO REMOVE (ERRORS ONLY)
SEL    RECIPIENT     ACCOUNT ID        AUTHORIZATION AMT   I/D    EFFCT DATE   STA
 _      0101111      F1R10003            $500,000.00        I     08/02/2000    A
 _      0101111      F1R10004            $500,000.00        I     08/02/2000    A
 _      0101111      F1R10005            $500,000.00        I     08/02/2000    A
 _      0101111      F1R10006            $600,000.00        I     08/02/2000    A
 _      0101111      F1R10006            $100,000.00        D     08/02/2000    A
 _      0101111      F1R10007             $80,000.00        I     10/01/2000    W
 _      0101111      F1R10008             $90,000.00        I     10/01/2000    W
 _      0101111      F1R10009            $100,000.00        I     10/01/2000    W



 ACTION:     (P=POST, A=CERTIFY ALL, R=REFRESH, E=ESCAPE)


       F3=PRMT  F4=MENU  F5=MAIN
 I0036 AUTHORIZATION(S) POSTED. PLEASE VERIFY ALL PAGES POSTED BEFORE EXITING.
```

STEP 4: RESULT

The Authorization Certification Menu appears.

```
SP062A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP062AO                  AUTHORIZATION CERTIFICATION MENU              HH:MM:SS
08/02/2000    T




              <1>    CERTIFY ON-LINE AUTHORIZATION PROMPT

              <2>    CERTIFY BATCH AUTHORIZATION PROMPT







                                          ENTER SELECTION NUMBER:
                                          PRESS ENTER


      F4=MENU      F5=MAIN
```

5 - 20

CERTIFY BATCH AUTHORIZATIONS

GUIDE TO EXAMPLES

In this section, you will learn how to use the ASAP system to Certify Batch Authorizations. Agencies who will enter authorizations via batch files should complete this example.

Example 3 shows you how to certify at the batch level.

Example 4 shows you how to certify and reject items within the batch.

EXAMPLE THREE

This example will demonstrate how to certify authorizations entered through batch at the batch level.

STEP 1: ACTION

From the Authorization Certification menu, select menu option 2 for Certify Batch Authorization
Prompt and press Enter.

```
SP062A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP062AO                  AUTHORIZATION CERTIFICATION MENU              HH:MM:SS
08/02/2000    T




                  <1>    CERTIFY ON-LINE AUTHORIZATION PROMPT

                  <2>    CERTIFY BATCH AUTHORIZATION PROMPT





                                          ENTER SELECTION NUMBER:  2
                                          PRESS ENTER


        F4=MENU      F5=MAIN

```

STEP 1: RESULT

The Certify Batch Authorization Prompt screen appears.

```
 SP096A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP096AO                 CERTIFY BATCH AUTHORIZATION PROMPT             HH:MM:SS
08/02/2000    T


 ENTER:

     AGENCY LOCATION CODE/REGION: 11000001  /  __     SHORT NAME: US MONEY1

     AND EITHER
      ALL (Y): __
     OR
      FILE TRANSMISSION DATE FROM: __  /  __  /  ____     TO: __  /  __  /  ____
     OR
       FILE ID:
              FILE NUMBER: ___              CYCLE DATE: __ / __ / ____






        F4=MENU       F5=MAIN
```

STEP 2: ACTION

Enter a date range in the File Transmission Date From and To fields.

```
 SP096A               AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP096AO                 CERTIFY BATCH AUTHORIZATION PROMPT                  HH:MM:SS
 08/02/2000 T


 ENTER:


      AGENCY LOCATION CODE/REGION: 11000001  /  __     SHORT NAME: US MONEY1


     AND EITHER
       ALL (Y): __
     OR
      FILE TRANSMISSION DATE FROM: 08 / 02  / 2000      TO: 08  / 02  / 2000
     OR
       FILE ID:
                FILE NUMBER:  ___                CYCLE DATE: __ / __ / ____




        F4=MENU       F5=MAIN
```

STEP 2: RESULT

The Certify Batch Authorization List displays all uncertified batches that were transmitted to ASAP
during the date range specified on the prompt.

```
 SP097A               AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP097AO                 CERTIFY BATCH AUTHORIZATION LIST                    HH:MM:SS
 08/02/2000   T


                                              SCREEN:  1  OF  1


 AGENCY LOCATION CODE/REGION: 11000001/  __           SHORT NAME: US MONEY1
 FROM: 08/02/2000    TO: 08/02/2000           FILE:          CYCLE DT:

 SELECT <C> TO CERTIFY; <V> TO VIEW/CERTIFY DETAILS; <R> TO REJECT


       -------------ACCEPTED--------------    -------------CERTIFIED---------------
 S  TRANS DATE  FIL  CYCLE DATE I/D CNT  AUTHORIZATION AMOUNT  CNT  AUTHORIZATION AMOUNT
    08/02/2000  001 08/02/2000  I  10            $10,000.00
                               D   2             $3,000.00


    08/02/2000 002 08/02/2000   I   3             $3,000.00
                               D   3             $3,000.00



 ACTION:    (P=POST, A=CERTIFY ALL, R=REFRESH, E=ESCAPE)
```

STEP 3: ACTION

Enter a C in the Select column to certify selected batch(es). Enter a P in the Action field to Post and press Enter.

```
SP097A                AUTOMATED STANDARD APPLICATION FOR PAYMENTS              08/02/00
SP097AO                     CERTIFY BATCH AUTHORIZATION LIST                   HH:MM:SS
08/02/2000   T

                                                     SCREEN:  1  OF  1

AGENCY LOCATION CODE/REGION: 11000001/ ___           SHORT NAME: US MONEY1
FROM: 08/02/2000    TO: 08/02/2000            FILE:             CYCLE DT:

SELECT <C> TO CERTIFY; <V> TO VIEW/CERTIFY DETAILS; <R> TO REJECT

      -------------ACCEPTED--------------    -------------CERTIFIED--------------
S TRANS DATE  FIL  CYCLE DATE I/D CNT  AUTHORIZATION AMOUNT  CNT  AUTHORIZATION AMOUNT
C 08/02/2000  001  08/02/2000  I   10             $10,000.00
                                D    2              $3,000.00

   08/02/2000 002 08/02/2000   I    3              $3,000.00
                                D    3              $3,000.00



ACTION: P  (P=POST, A=CERTIFY ALL, R=REFRESH, E=ESCAPE)
```

STEP 3: RESULT

You are presented with a Post This Page (Y/N) confirmation message.

```
SP097A                AUTOMATED STANDARD APPLICATION FOR PAYMENTS              08/02/00
SP097AO                     CERTIFY BATCH AUTHORIZATION LIST                   HH:MM:SS
08/02/2000   T

                                                     SCREEN:  1  OF  1

AGENCY LOCATION CODE/REGION: 11000001/ ___           SHORT NAME: US MONEY1
FROM: 08/02/2000    TO: 08/02/2000            FILE:        CYCLE DT:

SELECT <C> TO CERTIFY; <V> TO VIEW/CERTIFY DETAILS; <R> TO REJECT

      -------------ACCEPTED--------------    -------------CERTIFIED--------------
S TRANS DATE  FIL  CYCLE DATE I/D CNT  AUTHORIZATION AMOUNT  CNT  AUTHORIZATION AMOUNT
C 08/02/2000  001  08/02/2000  I   10             $10,000.00
                                D    2              $3,000.00

   08/02/2000 002 08/02/2000   I    3              $3,000.00
                                D    3              $3,000.00

                      POST THIS PAGE (Y/N) ___

ACTION: P   (P=POST, A=CERTIFY ALL, R=REFRESH, E=ESCAPE)
```

STEP 4: ACTION

Respond Y to the Post This Page message and press Enter.

```
SP097A                 AUTOMATED STANDARD APPLICATION FOR PAYMENTS              08/02/00
SP097AO                     CERTIFY BATCH AUTHORIZATION LIST                    HH:MM:SS
08/02/2000   T
                                                         SCREEN:  1  OF  1


AGENCY LOCATION CODE/REGION: 11000001/ __               SHORT NAME: US MONEY1
FROM: 08/02/2000    TO: 08/02/2000                      FILE:          CYCLE DT:


SELECT <C> TO CERTIFY; <V> TO VIEW/CERTIFY DETAILS; <R> TO REJECT


    -------------ACCEPTED--------------    -------------CERTIFIED--------------
S TRANS DATE  FIL  CYCLE DATE I/D CNT   AUTHORIZATION AMOUNT  CNT   AUTHORIZATION AMOUNT
C 08/02/2000  001  08/02/2000  I   10           $10,000.00
                               D    2            $3,000.00
   08/02/2000 002 08/02/2000   I    3            $3,000.00
                                D    3            $3,000.00


                         POST THIS PAGE (Y/N)  Y

ACTION: P   (P=POST, A=CERTIFY ALL, R=REFRESH, E=ESCAPE)
```

STEP 4: RESULT

The page is posted and the selected batch(es) are certified. Please note that if the items and amounts certified that are displayed after post are different from the items and amounts accepted, you will need to check for on-line notifications on the rejected items.

```
SP097A                 AUTOMATED STANDARD APPLICATION FOR PAYMENTS              08/02/00
SP097AO                     CERTIFY BATCH AUTHORIZATION LIST                    HH:MM:SS
08/02/2000   T

                          * * * SCREEN POSTED * * *      SCREEN:  1  OF  1

AGENCY LOCATION CODE/REGION: 11000001/ ___              SHORT NAME: US MONEY1
FROM: 08/02/2000    TO: 08/02/2000                      FILE:          CYCLE DT:

SELECT <C> TO CERTIFY; <V> TO VIEW/CERTIFY DETAILS; <R> TO REJECT


    -------------ACCEPTED--------------    -------------CERTIFIED--------------
S TRANS DATE  FIL  CYCLE DATE I/D CNT  AUTHORIZATION AMOUNT  CNT   AUTHORIZATION AMOUNT
C 08/02/2000  001  08/02/2000  I   10     $10,000.00   10    $10,000.00
                               D    2      $3,000.00    2     $3,000.00


   08/02/2000 002 08/02/2000   I    3            $3,000.00
                                D    3            $3,000.00

ACTION: P   (P=POST, A=CERTIFY ALL, R=REFRESH, E=ESCAPE)
     F3=PRMT   F4=MENU   F5=MAIN
I0036 AUTHORIZATION(S) POSTED.  PLEASE VERIFY ALL PAGES POSTED BEFORE EXITING.
```

STEP 5: ACTION

Press F3=PRMT to return to the Cerity Batch Authorization Prompt.

```
SP097A                  AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP097AO                    CERTIFY BATCH AUTHORIZATION LIST                   HH:MM:SS
08/02/2000   T

                              * * * SCREEN POSTED * * *         SCREEN:  1  OF  1

AGENCY LOCATION CODE/REGION: 11000001/  __              SHORT NAME:   US MONEY1
FROM: 08/02/2000    TO: 08/02/2000            FILE:            CYCLE DT:

SELECT <C> TO CERTIFY; <V> TO VIEW/CERTIFY DETAILS; <R> TO REJECT

      -------------ACCEPTED--------------    -------------CERTIFIED--------------
S TRANS DATE  FIL  CYCLE DATE I/D CNT  AUTHORIZATION AMOUNT  CNT  AUTHORIZATION AMOUNT
C 08/02/2000  001  08/02/2000  I   10           $10,000.00   10           $10,000.00
                               D    2            $3,000.00    2            $3,000.00




ACTION: P   (P=POST, A=CERTIFY ALL, R=REFRESH, E=ESCAPE)

      F3=PRMT   F4=MENU  F5=MAIN
I0036 AUTHORIZATION(S) POSTED.  PLEASE VERIFY ALL PAGES POSTED BEFORE EXITING.
```

STEP 5: RESULT

The Certify Batch Authorization Prompt screen appears.

```
 SP096A                  AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP096AO                    CERTIFY BATCH AUTHORIZATION PROMPT                HH:MM:SS
 08/02/2000    T

 ENTER:

     AGENCY LOCATION CODE/REGION: 11000001  /  __     SHORT NAME: US MONEY1

     AND EITHER
      ALL (Y): __
     OR
      FILE TRANSMISSION DATE FROM: 08 / 02 / 2000    TO: 08 / 02 / 2000
     OR
       FILE ID:
             FILE NUMBER: ___              CYCLE DATE: __ / __ / ____






      F4=MENU       F5=MAIN
```

EXAMPLE FOUR

This example will demonstrate how to certify authorizations entered through batch at the item level.

STEP 1: ACTION

At the Certify Batch Authorization Prompt, all data previously entered has been retained. Press Enter to return to the Certify Batch Authorization List screen.

```
SP096A                AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP096AO                    CERTIFY BATCH AUTHORIZATION PROMPT               HH:MM:SS
08/02/2000    T

ENTER:

     AGENCY LOCATION CODE/REGION: 11000001  /  __     SHORT NAME: US MONEY1

     AND EITHER
      ALL (Y): __
     OR
      FILE TRANSMISSION DATE FROM: 08 / 02 / 2000    TO: 08 / 02 / 2000
     OR
      FILE ID:
            FILE NUMBER: ___                 CYCLE DATE: __ / __ / ____




        F4=MENU        F5=MAIN
```

STEP 2: RESULT

The Certify Batch Authorization List screen is displayed. Note that the screen shows only the batch that is uncertified.

```
 SP097A                AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00

 SP097AO                   CERTIFY BATCH AUTHORIZATION LIST                   HH:MM:SS

 08/02/2000   T

                                              SCREEN:  1  OF  1


 AGENCY LOCATION CODE/REGION: 11000001/  __             SHORT NAME: US MONEY1

 FROM: 08/02/2000    TO: 08/02/2000               FILE:          CYCLE DT:


 SELECT <C> TO CERTIFY; <V> TO VIEW/CERTIFY DETAILS; <R> TO REJECT


      --------------ACCEPTED--------------    --------------CERTIFIED--------------
 S   TRANS DATE  FIL  CYCLE DATE I/D CNT  AUTHORIZATION AMOUNT  CNT  AUTHORIZATION AMOUNT
     08/02/2000 002 08/02/2000   I   3           $3,000.00
                                 D   3           $3,000.00




 ACTION:    (P=POST, A=CERTIFY ALL, R=REFRESH, E=ESCAPE)
```

STEP 2: ACTION

Type V to view/certify the details in the batch and press Enter.

```
SP097A                 AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP097AO                   CERTIFY BATCH AUTHORIZATION LIST                    HH:MM:SS
08/02/2000   T

                                                   SCREEN:  1  OF  1


AGENCY LOCATION CODE/REGION: 11000001/  __           SHORT NAME: US MONEY1

FROM: 08/02/2000     TO: 08/02/2000                 FILE:          CYCLE DT:


SELECT <C> TO CERTIFY; <V> TO VIEW/CERTIFY DETAILS; <R> TO REJECT


      --------------ACCEPTED--------------    -------------CERTIFIED--------------
S  TRANS DATE  FIL  CYCLE DATE I/D CNT  AUTHORIZATION AMOUNT  CNT  AUTHORIZATION AMOUNT
V   08/02/2000 002 08/02/2000   I   3              $3,000.00
                                D   3              $3,000.00



ACTION:    (P=POST, A=CERTIFY ALL, R=REFRESH, E=ESCAPE)
```

STEP 2: RESULT

The Certify Batch Authorization File Detail List is displayed, showing you the items within the batch that are uncertified.

```
SP099A                 AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP099AO                CERTIFY BATCH AUTHORIZATION FILE DETAIL LIST           10:12:21
08/02/2000 T
                                          SCREEN:   1 OF 1
AGENCY LOCATION CODE/REGION: 11000001 /    SHORT NAME: US MONEY1
FILE CYCLE DATE: 08/02/2000    FILE NUMBER: 002

  SELECT <C> TO CERTIFY; <R> TO REJECT
SEL   RECIPIENT  ACCOUNT ID         AUTHORIZATION AMT  I/D  EFFCT DATE STA
 _    0101111   F1R10001               $1,000.00    I   08/02/2000   U
 _    0101111   F1R10002               $1,000.00    I   08/02/2000   U
 _    0101111   F1R10003               $1,000.00    I   08/02/2000   U
 _    0101111   F1R10004               $1,000.00    D   08/02/2000   U
 _    0101111   F1R10005               $1,000.00    D   08/02/2000   U
 _    0101111   F1R10006               $1,000.00    D   08/02/2000   U


ACTION: _ (P=POST, A=CERTIFY ALL (LAST PAGE ONLY), R=REFRESH, E=ESCAPE)
```

STEP 3: ACTION

Select items to certify by indicating C in the Select column; select items to reject by indicating R in the Select column. Use Action P to Post the page. Note that you may leave some items in the batch uncertified.

```
SP099A                AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP099AO              CERTIFY BATCH AUTHORIZATION FILE DETAIL LIST          10:12:21
08/02/2000 T
                                          SCREEN:   1 OF 1
AGENCY LOCATION CODE/REGION: 11000001 /    SHORT NAME: US MONEY1
FILE CYCLE DATE: 08/02/2000    FILE NUMBER: 002


  SELECT <C> TO CERTIFY; <R> TO REJECT
SEL   RECIPIENT   ACCOUNT ID        AUTHORIZATION AMT   I/D  EFFCT DATE STA
 C     0101111   F1R10001                $1,000.00     I   08/02/2000   U
 R     0101111   F1R10002                $1,000.00     I   08/02/2000   U
 _     0101111   F1R10003                $1,000.00     I   08/02/2000   U
 C     0101111   F1R10004                $1,000.00     D   08/02/2000   U
 R     0101111   F1R10005                $1,000.00     D   08/02/2000   U
 _     0101111   F1R10006                $1,000.00     D   08/02/2000   U


ACTION: P (P=POST, A=CERTIFY ALL (LAST PAGE ONLY), R=REFRESH, E=ESCAPE)
```

STEP 3: RESULT

The items that you selected to be certified or rejected have their statuses updated and function keys are displayed to allow you to navigate to other screens.

```
SP099A                AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP099AO              CERTIFY BATCH AUTHORIZATION FILE DETAIL LIST          10:12:21
08/02/2000 T
                                          SCREEN:   1 OF 1
AGENCY LOCATION CODE/REGION: 11000001 /    SHORT NAME: US MONEY1
FILE CYCLE DATE: 08/02/2000    FILE NUMBER: 002


  SELECT <C> TO CERTIFY; <R> TO REJECT
SEL   RECIPIENT   ACCOUNT ID        AUTHORIZATION AMT   I/D  EFFCT DATE STA
       0101111   F1R10001                $1,000.00     I   08/02/2000   A
       0101111   F1R10002                $1,000.00     I   08/02/2000   R
 _     0101111   F1R10003                $1,000.00     I   08/02/2000   U
       0101111   F1R10004                $1,000.00     D   08/02/2000   A
       0101111   F1R10005                $1,000.00     D   08/02/2000   R
 _     0101111   F1R10006                $1,000.00     D   08/02/2000   U


ACTION:  (P=POST, A=CERTIFY ALL (LAST PAGE ONLY), R=REFRESH, E=ESCAPE)
     F3=PRMT    F4=MENU    F5=MAIN                          F11=LIST
```

STEP 4: ACTION

Press F5 to return to the Main Menu.

```
SP099A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP099AO             CERTIFY BATCH AUTHORIZATION FILE DETAIL LIST        10:12:21
08/02/2000 T
                                            SCREEN:   1 OF 1
AGENCY LOCATION CODE/REGION: 11000001 /    SHORT NAME: US MONEY1
FILE CYCLE DATE: 08/02/2000   FILE NUMBER: 002


  SELECT <C> TO CERTIFY; <R> TO REJECT
SEL   RECIPIENT  ACCOUNT ID         AUTHORIZATION AMT  I/D  EFFCT DATE STA
      0101111    F1R10001                 $1,000.00     I   08/02/2000  A
      0101111    F1R10002                 $1,000.00     I   08/02/2000  R
 _    0101111    F1R10003                 $1,000.00     I   08/02/2000  U
      0101111    F1R10004                 $1,000.00     D   08/02/2000  A
      0101111    F1R10005                 $1,000.00     D   08/02/2000  R
 _    0101111    F1R10006                 $1,000.00     D   08/02/2000  U


ACTION:  (P=POST, A=CERTIFY ALL (LAST PAGE ONLY), R=REFRESH, E=ESCAPE)
      F3=PRMT    F4=MENU   F5=MAIN                        F11=LIST
```

STEP 4: RESULT

The Main Menu is displayed.

```
 SP010A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS       08/02/00
 SP010AO                          MAIN MENU                           HH:MM:SS
 08/02/2000 T




               <1>  PAYMENT REQUEST PROCESSING
               <2>  INQUIRY MENU
               <3>  FEDERAL AGENCY FUNCTIONS MENU
               <4>  RFC FUNCTIONS MENU
               <5>  FRB SUPPORT PROCESSING
               <6>  REPORT REQUEST MENU
               <7>  NOTIFICATIONS


                 ASAP ID                ENTER SELECTION NUMBER: 3
     ORGANIZATION ACCESS CODE           PRESS ENTER
       F2=EXIT
```